adinergy

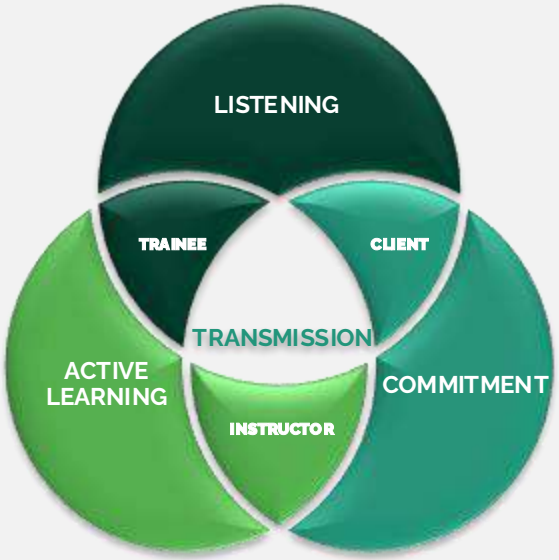
TRAINING - COACHING - CONSULTING

INTRODUCTION & CATALOG

Adinergy's ID Card

Our Services

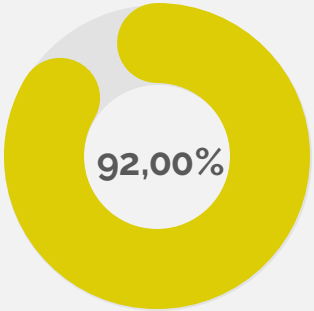
- Training
- Consulting
- On Site Coaching



Our Model

Our Trades/Disciplines

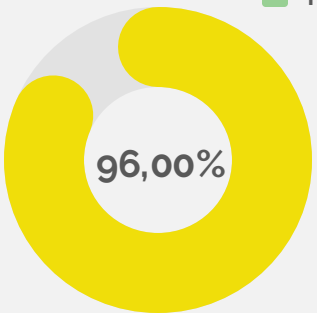
- Supply Chain Management
- H2S-Environment-Energy Transition
- Project Management



Our Clients Rating*

2023

*Average of Trainees evaluations for last year



Instructors level of expertise

Instructors pedagogical quality

Ambition – Duty - Mission – Value

Our AMBITION

Our **Ambition** is to become your support in your operations in order to **drive your personnel to excellence.**

Our MISSION

Our **Mission** is to **transmit** experience acquired through years on major international energy projects.

Our DUTY

Our **Duty** is to produce excellence at a **competitive price.**

Our VALUE

Our **Value** is to put **Human development** in the center of our Action.

What's new with Adinergy ?

The Pedagogical Tools

In order to keep our courses dynamic and make our Trainees actors of their education, our courses are divided in different parts:

Theory – Games - Exercises - Videos.

The Website

We have imagined our website at the service of our Clients: Through general themes, you are able to choose the Modules and build the courses you think meet the best your Personnel needs.

Courses Evolution

Our courses are permanently up-dated by instructors who are still keeping operational responsibilities and who make the courses adapted to the latest practices of the Industry.

Adinergy Teaching Modes

Classroom Traditional Learning
Optimal transmission conditions
Client's premises or Adinergy's place in France

Training day: 6 hours
Minimum of Participants: 4

Online Course Animation
Optimized transmission conditions
Use of adapted digital tools for tests and exercises.

Training day: 4 hours
Minimum of Participants: 4

Online Course Access
Stand-alone access
Course material + oral comments + integrated quiz & exercises.

Training day: Free.
Minimum of Participants: Individual

E-Learning Adinergy Training Packages Proposal

1

LIVE-LEARNING

CLASS-LEARNING

One full Training session of 3 to 5 days.
Online or in Classroom.

+ **E-LEARNING**

Access to the main module on e-learning for a defined period.
Possibility to access the e-learning module before the training session.

+ **COACHING**

One individual coaching session by visio: Common course review.

2

E-LEARNING

Access to the main module on e-learning for a defined period.

+ **COACHING**

One individual coaching session by visio: Common course review.

Because what is not measured does not improve…

Every Adinergy's training session is closed by an on-line Trainees evaluation !

Adinergy is using the online solution Evalbox.

Upon Client's request, evalbox can be utilized by Trainees for their auto-evaluation (self-training), in order to evaluate and improve their knowledge level and acquisition.

Upon completion of Training and final evaluation, Trainees will be awarded an **Attendance Certificate.**

Online Training Modalities

1

Before Training: Pre-Course-Questionnaire sent to Trainees. Evaluation of PCQ.

Session Opening: Instructor's presentation. Trainees presentation & expectations

2

Introduction: Reminder of participation rules

Introduction: Presentation of tools.

3

Online evaluation test.

Individual results sharing

evalbox

4

Training: Power Point presentation sharing, online individual exercises, business cases, videos sharing & group discussions.

MURAL

5

Day start: Online presence sheet signature. Reminder of day before learning content and group discussion to assess good understanding;

evalSign

6

End of Training: Conclusion, Group Discussion. Online Evaluation Test, Individual Results sharing, Closing. Training evaluation sent to Trainees,

evalform

7

After closure: Course document + Certificate sent to Trainees.

Assessment summary + Presence sheet sent to Client.

adinergy

Adinergy is Quality certified

Qualiopi the French Quality Certification specific to Teaching & Training Public & Private Organizations.

Our main Clients

TotalEnergies

INPG SENEGAL | INSTITUT NATIONAL DU PÉTROLE ET DU GAZ

IFP Training

BOURBON

energy EDGE
petroEDGE | powerEDGE

MAUREL & PROM

NCOC
NORTH CASPIAN OPERATING COMPANY

Wind EUROPE

HOT


CLASS-LEARNING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LIVE-LEARNING

Training Modules: Introductions

Field Life Cycles: Introduction to O&G Operations
Duration: 4 Hrs

Supply Chain in Upstream
Duration: 4 Hrs

Introduction and Overview of E&P Logistics
Duration: 8 Hrs

Incoterms 2010 – 2020
Duration: 4 Hrs

Introduction to LNG: Energy of Transition
Duration: 8 Hrs

Introduction to Hydrogen: The alternative Fuel
Duration: 8 Hrs

Value Chain, Supply Chain & Logistics in Offshore Wind Industry
Duration: 8 Hrs

Training Modules: Supply Chain Management

E&P Technical Services Contract:

- Technical Services Contractual Strategy — Level: S — Duration: 8 Hrs
- Call for Tender for Service Contract — Level: S — Duration: 4 Hrs
- Bids Evaluation and Contract Award — Level: S — Duration: 4 Hrs
- Typical Service Contract Conditions — Level: S — Duration: 12 Hrs
- Specific Service Contract Conditions: Vessel & Aero Support — Level: S — Duration: 8 Hrs

Negotiation in Purchasing and Contracting:

- The DIDACTIC Negotiation Method — Level: S to A — Duration: 12 Hrs

Purchasing & Procurement:

- Supply Chain & Procurement Functions — Level: F — Duration: 4 Hrs
- The Purchasing Process — Level: S — Duration: 8 Hrs
- The Purchasing Strategic Tools. — Level: A — Duration: 8 Hrs
- Procurement in Project. — Level: S — Duration: 6 Hrs

Training Modules: Supply Chain Management

International Freight Forwarding:

Supply Chain Definition & Role of the Transit in the SC Level: F Duration: 4 Hrs	International Freight Forwarding Level: S Duration: 12 Hrs	International Air Freight Forwarding Level: F Duration: 4 Hrs	International Sea Freight Forwarding Level: F Duration: 4 Hrs	International Road Freight Forwarding Level: F Duration: 4 Hrs

Material Management:

Supply Chain & Introduction to Material Management Level: F Duration: 4 Hrs	Stock Management Level: F Duration: 4 Hrs	Stock Control Activities Level: F Duration: 8 Hrs	Stock Analysis & Optimization Level: S Duration: 8 Hrs	Physical Stock Management Level: F Duration: 4 Hrs

Energy Transition:

How to reduce Logistics environmental Footprint? Level: F to S Duration: 8 Hrs

Training Modules: Supply Chain Management

Upstream Logistics:

- **Missions and Organization of Logistics inside the Supply Chain** — Level: F, Duration: 4 Hrs
- **Supply Base Definition and Management** — Level: F, Duration: 8 Hrs
- **Lifting & Handling.** — Level: F, Duration: 8 Hrs
- **Land Transportation** — Level: F, Duration: 4 Hrs
- **Offshore Logistics Operations** — Level: F, Duration: 12 Hrs
- **Air Transportation** — Level: F, Duration: 12 Hrs

Living Base Management:

- **Living Base Administration** — Level: F, Duration: 4 Hrs
- **HACCP** — Level: F, Duration: 8 Hrs
- **Food Safety Management System** — Level: F, Duration: 4 Hrs
- **Catering Contract** — Level: S, Duration: 4 Hrs

Training Modules: Supply Chain Management

Advanced Warehouse Management:

The Warehouse inside the Supply Chain Level: S Duration: 4 Hrs	Equipment Preservation & Identification Level: F Duration: 8 Hrs	Lean Management and 5S Level: S Duration: 8 Hrs	The Green Warehouse & WMS Level: F Duration: 4 Hrs

Budget and Cost Control:

The Fundamentals of Cost Control level: S Duration: 4 Hrs	OPEX Cost Control level: S Duration: 4 Hrs	Logistics Cost Control level: S Duration: 4 Hrs	Drilling Cost Control level: S Duration: 4 Hrs

Training Modules: H2SE Management

H2SE Management:

- The H2SE MS: Fundamentals and main Elements — Level: S to A — Duration: 4 Hrs
- Risk Management — Level: S — Duration: 8 Hrs
- Respect for Environment — Level: S — Duration: 12 Hrs
- Emergency Preparedness & Crisis Management — Level: S — Duration: 12 Hrs
- Learning from Events — Level: S — Duration: 8 Hrs

Basics in Operational H2SE:

- Main Hazards Identification in Upstream Industry — Level: F — Duration: 4 Hrs
- Risk Control Tools — Level: F — Duration: 12 Hrs
- HSE Investigation Tools — Level: F — Duration: 4 Hrs
- Management of Change - Human Factor — Level: F — Duration: 4 Hrs
- Contractor's Management — Level: F — Duration: 4 Hrs
- Health & Hygiene — Level: F — Duration: 4 Hrs

Training Modules: H2SE Management

H2SE in Drilling Operations:

- Introduction to H2SE in Drilling Operations — Level: S — Duration: 4 Hrs
- Risks Associated to Drilling Operations — Level: S — Duration: 8 Hrs
- Respect of Environment in Drilling Operations — Level: S — Duration: 12 Hrs
- Well Control — Level: A — Duration: 8 Hrs
- H2SE Management System in Drilling Operations — Level: S — Duration: 8 Hrs

H2SE in Logistic Operations:

- Safety in Lifting Operations — Level: S — Duration: 8 Hrs
- Risk Management in Warehousing — Level: S — Duration: 8 Hrs
- Transport of Dangerous Goods — Level: S — Duration: 8 Hrs
- Safety in Land Transportation — Level: S — Duration: 4 Hrs
- H2SE in Marine Operations — Level: S — Duration: 16 Hrs
- Safety in Air Transportation — Level: S — Duration: 8 Hrs

Training Modules: H2SE Management

Waste Management:

Diversity of Issues	Regulatory Frame - BAT	The Waste Management Plan
Level: S Duration: 4 Hrs	Level: S Duration: 4 Hrs	Level: S Duration: 12 Hrs

Training Modules: Project Management

The Project EPC Contract:

- Project Contractual Strategy — Level: S — Duration: 8 Hrs
- Call For Tender — Level: S — Duration: 4 Hrs
- Bid Analysis and Contractor Selection — Level: S — Duration: 4 Hrs
- Typical EPC Contract Conditions — Level: S — Duration: 12 Hrs

Investment Profitability Studies:

- Economic evaluation of E&P projects — Level: S to A — Duration: 8 Hrs
- Contractual, Fiscal & Economical Frame in Profitability Analysis — Level: S to A — Duration: 8 Hrs
- From Projects' economics to Company financial Performance. — Level: S to A — Duration: 8 Hrs

Developing Project Sustainability:

- Compliance - Ethics and Cultural Awareness. — Level: F — Duration: 4 Hrs
- CSR & Local Content — Level: S — Duration: 8 Hrs

Training Modules: Project Management

E&P Project Risk Management:

Project Risk Identification	Project Risk Assessment	Risk Response Planning
Level: S Duration: 4 Hrs	Level: S Duration: 8 Hrs	Level: S Duration: 8 Hrs

Offshore Wind Industry: Value Chain, Project, Operations & Maintenance:

The Value Chain of the OWI	Development project in OWI	Operations & Maintenance in OWI	Floating Wind Farms: The logistical Challenges.
level: F Duration: 4 Hrs	Level: F Duration: 4 Hrs	Level: F Duration: 2 Hrs	Level: F Duration: 2 Hrs

E-LEARNING

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Home

Definition of the Upstream Supply Chain

Course Duration in Hours: 4

Skill Level: Beginner

Course Outline:

The Supply Chain in the Upstream Industry has its own specificities and is particularly complex due to the globality of the Oil and Gas Industry. It is definitely the organization aiming at securing the Oil and Gas

of the Logistics trade. All personnel involved in an Oil or Gas devel project will also be interested in understanding how the Supply Ch organized to support these Projects.

Deliverables:

Upon completion of this module the Trainees will have a throughout

The Purchasing Process

Course Duration in Hours: 8

Skill Level: Beginner

Course Outline:

A few decades ago, the Purchasing function in an Oil & Gas Company was seen only as a Procurement function, being in charge of supplying Goods and Services defined by the end user.

Purchasing Process.

Deliverables:

Upstream Logistics

Course Duration in Hours: 8

Skill Level: Beginner

Course Outline:

In Oil, Gas or Wind development is a key link of the Supply Chain Projects and Operations which

Logistics

Deliverables:

Upon completion of this course, Logistics inside the Supply Chai

A comprehensive base of e-learning courses for the actors of the energy sector

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E-Learning Training

Modules available on E-Learning

- Supply Chain in Upstream. Duration: 4 Hrs
- Upstream Logistics Operations. Duration: 8 Hrs
- International Freight Forwarding. Duration: 8 Hrs
- The Purchasing Process. Duration: 8 Hrs
- Stock Management. Duration: 4 Hrs
- Stock Control Activities. Duration: 8 Hrs
- Stock Analysis & Optimization. Duration: 8 Hrs
- Physical Storage. Duration: 4 Hrs
- Equipment Preservation & Identification. Duration: 6 Hrs

E-Learning Training

Modules available on E-Learning

Introduction to LNG: Energy of Transition.

Duration: 4 Hrs

How to reduce Logistics environmental footprint.

Duration: 6 Hrs

Offshore Wind Industry: Value Chain, Project, O&M.

Duration: 4 Hrs

Detailed Training Description

ADY-SC01 – Purchasing & Procurement: 5 days

Summary:

A few decades ago, the Purchasing function in an Oil & Gas Company was seen only as a Procurement function, being in charge of supplying Goods and Services defined by the end user.
Over the years, the Purchasing function has won its letters of nobility and has proven to be a powerful leverage of savings and cost reduction.
In the energy sector, where production sites are geographically isolated and scattered and Vendor's markets subject to uncontrolled cycles, Purchasing has also the mission to secure the sourcing and supply of high-tech equipment which will travel all over the world before being installed offshore or in remote Sites.
These two objectives, cost saving and securing of supply, make the Purchasing & Procurement a strategic function and an essential segment of the Supply Chain as it drives the other steps of the chain.
Purchasing is also a function exposed to corruption attempts and is a strong vector of implementation of the CSR policy of the Company. This course also talks about Ethics in Business and Sustainable Purchasing and Local Content Strategy & Plan.

Audience:

This course is primarily designed for Purchasers or Head of Purchasing.
It is also necessary for any actor of the Supply Chain: Expediter, Stock Controller, Cost Controller, Transit Agent.
It is also recommended to actors of the logistics function who want to enlarge their domain of knowledge of the Supply Chain.
Finally, the Technical Administrators from the Technical Departments may also find this course necessary in order to facilitate their interaction with the Purchasing Department.

Deliverables:

By the end of the course, Participants will feel confident in their understanding of:

- The Supply Chain in Upstream Industry and its Objectives
- The Procurement functions
- The Purchasing Process from the identification of a need to its satisfaction within the specifications, planning and budget.
- The Cost Structure of industrial equipment allowing to identify a negotiation range.
- A structured and proven negotiation methodology.
- The Strategic tools of the Buyer: The category Management and Market Analysis, the Vendor's Strategy and the definition of the Frame Agreement and Contracts.

By the end of the course Participants will be able to:

- Create value for their Company by using the leverages of the Purchasing Process from the Selection of Supplier, the Cost and Market analysis.
- Secure the Procurement and Supply through an efficient control of the International Transportation chain.

ADY-SC01 – Purchasing & Procurement: 5 days

Content of the Course:

-SC01-MOD01: Definition of the Supply Chain & Procurement functions description:

- **Definition of the Supply Chain:**
- The Supply Chain in the Manufacturing Industry: Definition and example.
- The Supply Chain in the Upstream Industry: Definition and example.
- Exercise and comparison.
- **Procurement functions description:** Purchasing – Expediting – Inspection - Transit – Shipping - Material Management.

-SC01-MOD02: Purchasing Process:

- **Introduction:** The Risks associated to Procurement
- **Golden Rules & PDCA cycle:** 7 Golden Rules in Purchasing – PDCA Cycle applied to Purchasing Process – The Procurement wheel in E&P.
- **Schedule and Define the Needs:** Internal & External Lead Time – Definition of the "Right" need: SQSCI Criteria – SOR/SOW – Technical/Functional Specifications
- **Select a Supplier:** Qualification of Vendor – Role of Category Management – OEM – Bidder's List.
- **Purchase:** Consultation – Evaluation: Philosophy and methodologies – Cost Analysis: The various levels of Cost Structure: Should Cost and Total Cost of Ownership. Exercise and Business cases of "Should Cost" model for Goods and Services – Clarification – Negotiation: An overview of the DIDACTIC negotiation method – Award – The Purchasing Documents.
- **Follow-up and Receive:** Expediting & Reception of the Purchase Order.
- **Evaluate Vendor's performance:** Vendor's Evaluation Process – Vendor's Progress Plan.

-SC01-MOD03: The Purchasing Strategic Tools:

- **Sustainable Purchasing:** Sustainable Purchasing Definition & Principles. Examples of actions in Sustainable Purchasing – The standards in CSR – Compliance and Ethics.
- **Category Management:** Category Management Definition – Role of the Category Manager – Category Management Process: Strategy Definition – Detailed implementation Plan – Performance Measurement.
- **Market Analysis & Vendor's Strategy:** SWOT Analysis – Market Analysis – The 5 Porter Forces - Category & Vendors Strategy.
- **Exercise:** Group Exercise on "Kraljic" portfolio analysis matrix and on Purchasing Leverages.
- **Frame Agreement & Frame Contract:** Definition – Comparison – Benefits and Constraints – Goods covered by the Frame contract.
- **Procurement in Project:** The field life cycles – Project's Procurement definition – EPC Procurement Strategy & Objectives – Procurement of Long Lead Items & Critical Equipment – Procurement of Spare Parts – Purchasing of Simple/Complex/Very Complex Equipment: The various contracting documents - JIP33: An initiative for Standardization by IOGP

-SC01-MOD04: International Freight Forwarding:

- **Legal framework of Freight Forwarding activity:** International Organizations regulating the International Trade and Transport.
- **The key players:** Internal and external players, Role of the Freight Forwarder.
- **The Incoterms:** Review of the (11) Incoterms. Incoterms 2020 - Recommendation – Exercises: Most of the Incoterms will be defined by the Participants themselves through exercises .

ADY-CT01 – The Technical Services Contract: 3 to 5 days*

Summary:

Operators and main Contractors are contracting/sub-contracting a wide range of their activities. The Service Contract is the tool for sharing the risk of a Service between Operator and Contractor. It also the way for the Operator to control the efficiency of his Contractor.

This course allows all actors involved, Company, Contractors, sub-Contractors to better understand the contractual relationship, their rights and obligations. It gives a detailed review of the Contract and its main features.
It focuses on the services contracts put in place for supporting a Drilling Campaign and cover all specificities of the various contracts.

Audience:

Contract Engineers, Contracts Administrators, any actor involved in the relationship between the Company and the Contractors.
Representative of Technical Departments and Logisticians may also have interest to this course which cover the contractual aspects of their operational activity: They are the "Owners" of these services Contracts.

Deliverables:

Upon completion of this course the attendants will have a throughout understanding the Service Contract clauses. They will be able to administer the contract and optimize the relationship with the Company or Contractor.

Content of the Course:

-Introduction: Definition of the Contract. Definition of main contractual terms. Definition of obligations of Means & Result.

-CT01-MOD01: Exploration phase (optional): Operational description of this critical phase of Operator activities to introduce the various contracts covering this phase.

-CT01-MOD02: Technical Services Contracting Strategy: Sustainable Purchasing/Contracting Definition & Principles - Compliance, Ethics - Legal Framework, link with the PSA / JOA - Local Content contracting policy - Review of various types of Contracts.

-CT01-MOD03: Call For Tender: Review of the different steps of the CFT from Operator and Contractor point of view. Review of various ways of Contractor selection: Competitive CFT, Design competition, Single source: Open Book Tender.

-CT01-MOD04: Bids analysis and Contractor selection: Technical and Commercial evaluations and clarifications. Bids comparison – Cost Structure & Analysis - Contract Committee and Contract award.

-CT01-MOD05: Typical Contract Conditions: General – Performance of the Service – Financial Conditions – Liabilities & Insurances – Legal Clauses

-CT01-MOD06: Specific Contract Conditions (optional): Rig & Drilling Services Contracts - Support Vessel Contract - Air Support Contract.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-SC02 – International Freight Forwarding: 3 to 5 days

Summary:

The Transit function is aiming at transporting Goods from one Vendor located at a point of origin to its final consignee in the country of use. In the Oil & Gas industry this final destination may be an isolated/remote area of difficult access.
This makes the Transit & Shipping function an essential element of the operational Supply Chain efficiency.
Transporting sensitive industrial equipment from one point in the world to the opposite within schedule and with an efficient control of the cost is a condition of success of the Oil and Gas development Projects.
In module 1, the course defines the Supply Chain in the Upstream Industry and identifies the role and actors of Transit within the Supply Chain.
In module 2, the course reviews the regulatory frame of the Freight Forwarding activity, defines the key players, explains the Incoterms, defines the liabilities and the role of the Freight Forwarder, the customs regulations and the packaging of the shipments including the Dangerous Goods.
Exercises along the course will allow the trainees to practice and use the Incoterms.
In Module 3, 4 and 5 the course studies the international Air, Sea and Road Freight Forwarding activity: The actors, the regulatory framework of each transport mode, the documents and contract and their specific organization.
Module 6 addresses the specific issue of the international transport of Dangerous Goods which is common in Oil and Gas industry: The international regulations, the Classification and Identification of DG, the Packing, Marking and Labelling. It explains the documentation necessary to transport and store the Dangerous Goods .

Audience:

Any personnel involved in a function of the Supply Chain: Buyer, Contract Engineer, Expeditor, Transit and Logistics.

Deliverables:

By the end of the course, Participants will feel confident in their understanding of:

- The Supply Chain in Upstream Industry and its Objectives
- A strong background in Freight Forwarding and the Incoterms
- Sound knowledge of international Air, Sea and Road Freight Forwarding,
- The control of international transport of Dangerous Goods.

By the end of the course Participants will be able to:

- Optimize their international transportation chain by better managing their Transit Contract, influence the choice of the mode of transportation, better secure their international freight.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-SC02 – International Freight Forwarding: 3 to 5 days *(continued)*

Content of the Course:

-SC02-MOD01: Definition of the Supply Chain:

- Introduction to the Supply Chain & role of Transit inside the SC:
- The Supply Chain in the Manufacturing Industry: Definition and example.
- The Supply Chain in the Upstream Industry: Definition and example.
- Role of the Transit within the Supply Chain: The missions of the Transit Department in an Upstream Entity - The selection of mode of transportation .

-SC02-MOD02: International Freight Forwarding:

- Legal framework of Freight Forwarding activity: International Organizations regulating the International Trade and Transport.
- The key players: Internal and external players, Role of the Freight Forwarder.
- The Incoterms: Review of the (11) Incoterms. Incoterms 2020 - Recommendation – Exercises: Most of the Incoterms will be defined by the Participants themselves through exercises.
- Liabilities and Insurances in the international transportation chain.
- Contracting the Freight Forwarder.
- Understanding the Freight Forwarder's invoices: Cost Structure of Freight Forwarding – Liquidated Damages.
- Customs Regulations: The Authorized Economic Operator - Customs Duties, Customs documentation, Customs Systems.
- Packing of the Goods.

-SC02-MOD03: International Air Freight Forwarding: Introduction: The Actors of the International Air Freight.

- Regulatory framework of the International Air Freight: International Air Regulations - International Air Conventions - Definition of Air Carrier Responsibility by the Conventions
- The Documents and Contract: The AWB - The MAWB - The HAWB,
- The Organization of Air Transport.
- Aircraft Chartering: The specific cases when Oil & Gas Industry charters aircraft.

-SC02-MOD04: International Sea Freight Forwarding: Introduction: The Actors of the International Sea Freight,

- Regulatory framework of the International Sea Freight.
- The Documents and Contract: Roles and Responsibilities – The Bill of Lading – The Shipping Documents,
- The Execution of the Transport Contract: Liner Conferences – Shipping Alliances – The shipping Containers - Main types of shipping vessels - Shipping Routes – Liner Terms – Container Detention & Demurrage – Group exercise on Detention & Demurrage.

-SC02-MOD05: International Land Freight Forwarding:

- Generalities: The Road Transport Contract Definition - Regulations: CMR and TIR Conventions – Parties Obligations and Liabilities under CMR – Claim Procedure.
- 10 Golden Rules of Road Transportation.
- Efficiency and Performance Indicators.

-SC02-MOD06: International Transportation of Dangerous Goods:

- Dangerous Goods International Regulations: All transport modes.
- Dangerous Goods Classification & Identification: Dangerous Goods List.
- Dangerous Goods Packing, Marking & Labelling.
- Dangerous Goods Documentation.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-SC03 - Material Management: 3 days

Summary:

Material Management is an essential link of the Supply Chain. It takes a particular importance in the Upstream industry for which the cost of a rupture can be tremendous, without relation with the cost of the equipment itself. The downside may result in accumulation of material which is the opposite of business efficiency.
Where is the good balance ? This course answers this question.

Audience:

Actors of the Supply chain: Stock Controllers, Cost Controllers, Buyers, Logisticians but also actors from the technical department: Technical Administrators, Maintenance and Production supervisors and members of the Duet.

Deliverables:

The attendants to this course will be able to better act to optimize the stock and reduce its value. They will also improve their ability to better interact with all Actors for a better Material Management efficiency.

Content of the Course:

-SC03-MOD01: Supply Chain and Introduction to Material Management: Definition and Comparison of Supply Chain in Manufacturing industry and Upstream industry. Examples.
Introduction to Material and Stock Management – The Finance Global Approach.

-SC03-MOD02: Stock Management: Stock Management Objectives, Definition and Procedures: The “4 Right” objectives leading to Stock Optimization – Stock Management Procedures – Stock organizational structure and Actors: The various interfaces of Stock Control – The Material Management Digital Tools: The ERP, review of the main ERPs.

-SC03-MOD03: Stock Control Activities: Stock Control Basics: Definition and Acronyms – The essential Pre-Requisite: The Master Data: The Vendor Master, the Service Master, the Material Master: Organization, Creation, Guidelines – The Stock Control Methodology: Stock Material Parameters – Different types of Stock Control, decision tree – The MRP, The MAP, Lead Time – Stock Movements: General Process – Specific Stock Processes.

-SC03-MOD04: Stock Analysis and Optimization: Potential problems in Stock Analysis: Review and Exercises - Methods and Objectives of Stock Analysis: Pareto Principle, ABC + WXY – ASD Analysis, KPIs, Stock Report – Stock Optimization: Objectives, Data cleaning, Corrective actions after Stock Analysis, Reduction of Stock Value – Inventory Management: Objectives, The 3 types of Stock Inventory, General Process, the Quality Check.

-SC03-MOD05: Physical Stock Management: Interface between physical and ERP stock Inventory - Storage Conditions and Activities – Description of physical storage areas: Supply Base, Warehouse, Yard – Good Storage Practices.

ADY-LOG01 - Management of Logistics: 5 days

Summary:

This course intends to give knowledge and tools to current or future Logistic Heads or Managers.
It will explain how to evaluate logistics needs, how to forecast and prepare them and how to budget and manage the means.
The course prepares current or future engineers to manage Logistics by giving them a deep knowledge of the Services Contract and its logistic specificities.
The course will also drive the future Managers to innovation and the future: Reduction of Logistic Carbon Footprint, innovative IT platforms, Processes control and continuous improvement, TRL scale description.
Finally, it gives principles and knowledges for an efficient Human Resources Management.

Audience:

Logistic Superintendents or engineers; Logistic Heads; Logistic Managers. Project Package Managers who will be involved in Logistic Planning and activities.

Deliverables:

This course prepares to manage a Logistic Department in the frame of an Exploration/Drilling campaign, a Project or a Production entity.

Content of the Course:

-LOG01-MOD01: Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples. Role of Logistics in Upstream Supply Chain.

-LOG01-MOD02: Contracting Strategy: Compliance, Legal Framework, Local Content, definition of the Contracting Strategy.

-LOG01-MOD03: Call For Tender & Contractor Selection: Pre-qualification, CFT, Bid evaluation, Comparison and award.

-LOG01-MOD04: Typical Contract Conditions: Performance of the Service, Financial conditions, Liabilities & Insurances, Legal clauses.

-LOG01-MOD05: Main Logistic Contracts specificities: Marine & Aero.

-LOG01-MOD06: Risk Management & Control: Logistic Hazards identification, RA – JRA – Emergency preparedness.

-LOG01-MOD07: How to reduce Logistics carbon footprint: Environment issues – Monitoring & KPIs – Transportation impact and reduction of impact.

-LOG01-MOD08: Logistic Processes and Continuous Improvement: Logistic processes description – Lean & Continuous Improvement - Innovation

-LOG01-MOD09: Human Resources Management and Cost Control: Recruitment, Training – Developments of Talents – Management of Technical Expert – Cost Accounting Structure- Budget Process – Costs Follow-up and Reporting.

ADY-LOG02 – Upstream Logistics: 10 days

Summary:

The integrated approach of Logistics is a key condition of the success for development Projects and Drilling Campaigns.

This course covers the wide range of functions and disciplines of the E&P Logistics Trade. It demonstrates how the control of these various disciplines is essential to the operational efficiency of the Supply Chain.

Audience:

Any personnel involved in Logistic operations, technical engineers who need to understand Logistic and its role within the Entity.

Deliverables:

Upon completion of this course the attendants will have a complete view of the various tasks of the Logistic function. They will have a strong Logistic "Culture" and will be able to enhance their efficiency in the numerous positions of a Logistic department.

Content of the Course:

-LOG02-MOD01: Supply Chain & Logistics: Comparison in Manufacturing industry and Upstream industry. Examples. Mission and organization of Logistics in the Supply Chain.

-LOG02-MOD02: Supply Base Definition and Management:

- Supply Base concept and organization
- Warehouse & Yard concept and organization
- Supply Base operations.

-LOG02-MOD03: Lifting and Handling:

- The Golden Rules
- Lifting Appliance & Accessories

-LOG02-MOD04: Land Transportation:

Generalities: Regulations - Driving Licence - Vehicle Types - Vehicle Sizes - Vehicle Classification - Vehicles Limitation - Shipping Containers.
10 Golden Rules of Land Transportation: 10 Golden Rules to drive and operate safely. **Organizing & Optimizing Land Transportation in E&P Entity**: Organization - Reporting – Planning – KPIs - **How to optimize a truck fleet:** The main elements of cost reduction and means optimization.

-LOG02-MOD05: Marine Operations: Rules and Regulations: International Maritime Organization. The Conventions and Codes. The Offshore Industry Organization. The Class Societies & Marine Insurances. Shipping Associations - **Marine Operations:** Ashore Loading Operations. DP Operations. Bunkering Operations - On Site: Transfer of Materials - Types of vessels used in the Upstream Industry - **Transfer of Personnel at Sea.**

-LOG02-MOD06: Air Support Operations: Rules and Regulations: The regulatory frame of Air Operators activities : ICAO - IATA - EASA - FAA – NCAA - **Manuals - Certificates and Maintenance:** Air Operator Certificate - Air Operator Organization - Air Operations Manual - Maintenance and Airworthiness - **Aircrafts used in the offshore industry:** Light Lift - Medium Lift - Heavy Lift Helicopters - **Infrastructures:** Helidecks - Heliports - **Air Support Operations:** Ground Operations.

ADY-LOG03 - Living Base Management: 3 days.

Summary:

The management of a Living Base in remote area is much more than administration. It is closely related to the Health and Workers well-being in places where food and accommodation is essential for the Personnel equilibrium.
The course teaches how to administer a living base wherever it is located: Onshore in desert and isolated area or offshore.
The management of the restaurant: The food supply, the basic food hygiene rules, the HACCP system and its internal Audit to maintain it efficient and safe.

Audience:

Camp Boss, Cooks, Supervisors, all Personnel involved in the Living Base administration.

Deliverables:

Upon completion of this course, the attendants will have knowledge and tools to administer a Living Base or Camp including the restaurant.
They will fully aware of basic food hygiene rules and measures to maintain in order to avoid cross-contamination.
They will be able to implement the HACCP hygiene system and to audit it internally.

Content of the Course:

-LOG03-MOD01: Basic Food Hygiene:

- Introduction to food hygiene – Cross-contamination: Hazards & Control – Personal hygiene – Pest control.
- Cooking – Cleaning - Chilling.

-LOG03-MOD02: HACCP detailed description:

- Definition, History and benefits.
- Regulatory frame, the concept of equivalence, HACCP certification scheme, pre-requisite programs.
- HACCP Implementation: Preparation, team, Codex principles, Hazard Analysis, Critical Control Points, Monitoring, Corrective actions, Validation during design, Implementation, Verification, HACCP Review & Maintenance
- HACCP Internal Audit.

- -LOG03-MOD01: Living Base Administration:

- Catering: Production & Storage areas in a collective kitchen: Hygiene – Staff – Various Services.
- Housekeeping: Room cleaning – Lingerie room.

ADY-LOG04 – Aeronautical Operations & Safety: 3 to 5 days*

Summary:

Aeronautical Operations course is a very deep and complete training on Helicopter/Airplane Support Operations. Upstream industry Actors make an intensive use of this transportation mode to transfer their personnel onto remote and isolated locations: Offshore and Onshore. The conditions of use impose very strict Safety rules, making the industry a model with a very low rate of accidents.

Audience:

All personnel involved in Air Support Operations: Logistic personnel but also HSE personnel having need to focus on Logistic Operations and their Safety.

Deliverables:

Upon completion of this course, the attendants will have a complete view of what are the recommended practices to ensure high HSE Standard during Air Support Operations. Trainees will also have knowledge to implement Safety Management System in their Logistic activity.
All operational aspects are also reviewed: Regulations, Infrastructures, Types of Aircraft used, Maintenance and Ground Operations.

Content of the Course:

-LOG04-MOD01: Air Transport Operations:

- Applicable Rules and Regulations: International Air Regulations – Offshore Industry Standards
- Manuals-Certificates & Maintenance: AOC – Air Operator Organization – Air Operations Manual – Maintenance & Airworthiness.
- Aircraft used in the Upstream Industry: Light, Medium, Heavy duty Helicopters – Turboprop and Jet Planes.
- Infrastructures: Helidecks – Heliports - Runways
- Air Support Operations: Ground Operations – Definition of an Air Support Base.

-LOG04-MOD02: Safety in Air Transportation:

- Implementation of a Air Safety Management System: Conceptual Components and Actionable elements – Hazards/Risk Management (HRM) – Incident Reporting – Quality Assurance.
- Emergency Response: Emergency Response Plan – Search & Rescue – MedEvac.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-LOG05 – Advanced Warehouse Management: 3 days

Summary:

Advanced Warehouse Management covers all aspects of an efficient Warehouse Management. After having described the Warehouse inside the Supply Base and learnt some basics of the Warehouse design, Trainees will go through the main processes of Warehouse Management. The course will then cover the main Hazards associated to Warehouse Management and how to mitigate and control the Risks.

The course studies how to reduce the carbon footprint of a Warehouse: In its design and construction and in Operations.

A third of the course is devoted to Lean / 5S warehouse management: The origins of these tools, how to deploy them and what benefits to expect.

The last part of the course describes the Advanced Warehouse: Under Management System and Automated.

Audience:

All personnel involved in Warehouse Management: Logistic personnel but also Stock Controllers who need to work in interface with the Warehouse Team.

Deliverables:

Upon completion of this course, the attendants will have a complete view of the Warehouse Processes, Storage Good Practices, associated Risks. They will be fully able to manage a warehouse and optimize space and warehousing costs.

ADY-LOG05 – Advanced Warehouse Management: 3 days *(continued)*

Content of the Course:

-LOG05-MOD01: The Warehouse inside the Supply Chain:

- Definition of the Supply Chain in the Upstream Industry
- Supply Base concept and organization & Operations
- Role and Missions of the Supply Base
- The Warehouse inside the Supply Base: Definition – Zones – **Processes:** Receipt of Materials - Issue and Return of Materials - Transfer of Materials - Inventory Management.

-LOG05-MOD02: Equipment Preservation and Identification:

Definition & Procedures: Category of Materials & Equipment - Types of Storage Locations - Determination of Level of Intervention – Common Requirements.

Preservations schemes per category of Equipment: Instrumentation equipment - Electrical equipment - HSE equipment - Piping & Steel Structures - Mechanical Static & Rotating equipment - Drilling equipment & accessories

-HSE04-MOD02: Risks Management in Warehousing:

Risks Management: Hazards Identification, Risks Assessment, Risks Mitigation – Manual Handling - Safe storage of dangerous products Storage and Handling: Good Practices.

-LOG05-MOD03: Lean Management and 5S:

The Lean and 5S approach - Fundamental Principles of Lean: Objectives of Lean. What are the 7(+1) Wastes in Lean? Applying Lean in the Warehouse - Examples of improvements leading to Lean and performance

5S (+1) applied to Warehouse Design & Management: What does 5S mean? About the origin of 5S. What are the 5S - The Sixth S for Safety. Implementing 5S in the Warehouse. General Benefits of 5S

-LOG05-MOD04: The Advanced Warehouse:

The Green Warehouse: Design, Construction, Operations - The Warehouse Management System - Bar Code, QR Code and RFID - Warehouse Automation.

ADY-LOG06 – Offshore Logistics: Operations and HSE : 3 days

Summary:

Marine offshore operations encompass a wide array of activities involved in the exploration, production, transportation, and maintenance of offshore oil and gas resources and offshore wind electricity production.

This course studies in depth all aspects of Marine Operations: The international Regulations of Marine Sector - the Rules set by the Industry to guarantee their Safety - The Marine Operations: Ashore loading, Towing & Anchor Handling, DP and On-Site Operations - A review of all types of vessels used in Offshore Operations - The bunkering operations - The transfer of Personnel at Sea.

It gives also a particular attention to the Health, Safety and Environment aspects of the Offshore Operations.

This course is split into 2 main modules and focuses: Module 1 covers the regulatory framework and focuses and the operational aspect of Offshore Marine Operations. Module 2 concentrates on Health, Safety and environmental elements of the marine operations.

Students will gain insights into the technical, operational, and managerial aspects critical for successful offshore operations in marine environments .

Audience:

Any personnel involved in Marine Operations, Logistics Supervisor, Coordinator but also personnel working on Offshore Facilities and having the necessity to understand all regulatory, operational and HSE aspects of Marine Operations.

This training is pertinent to both Oil & Gas and Offshore Wind industries.

Deliverables:

By the end of the course, Participants will feel confident in your understanding of:

1. To familiarize students with the fundamentals of marine offshore operations.
2. To understand the different types of offshore vessels and their functionalities.
3. To explore the key equipment and technologies utilized in marine offshore operations.
4. To examine safety protocols and risk management strategies specific to offshore environments.
5. To evaluate regulatory frameworks governing marine offshore activities.
6. To develop problem-solving and decision-making skills relevant to offshore operations.

By the end of the course Participants will be able to:

- Optimize the management of offshore logistics operations fleets and secure the supply of exploration and production sites.

ADY-LOG06 – Offshore Logistics: Operations and HSE : 3 days

Content of the Course:

-LOG06-MOD01: Offshore Marine Operations:

- **Rules and regulations:** International Maritime Organisation - The Conventions and Codes - The offshore industry organisation - The Class Societies - The Marine Insurances
- **Marine Operations:** Ashore loading Operations – DP operations, ASOG – On Site: Transfer of Materials – Bunkering Operations - Transfer of Product.
- **Types of vessels used in offshore industry:** PSV - AHTS - Crew boats - Tugs - Landing Crafts - MOCV - Barges – Flotel.
- **Transport of personnel at sea:** Different modes of transfer of Personnel offshore - Different types of baskets in use – Recommendations.

-LOG06-MOD02: HSSE in Marine Operations:

- **Introduction: HSE aspects** – Maritime transport incidents in the O&G Industry -Maritime Transport Logistic Elements - Inland Waterways: Infrastructures and Watercrafts
- **Risk Management:** Risk Assessment – Permit to Work – Tool Box Talk – Management of Change – Hazards in Marine Operations.
- **Ashore Installations & Operations:** Ports & Terminals – Supply Base – Transfer of Materials.
- **Offshore Installations & Operations:** Transit, On Route – On Site: Logistics for Floating Installations – Accommodation of Personnel – Dynamic Positioning – Berthing Offshore – Transfer of Personnel – Transfer of Materiel – Transfer of product.
- **Collision Risk Management:** Process - Restricted Navigation Zones – Collision Risk Reduction.
- **Inland Waterways:** HSE Specifics.

ADY-LOG07 – Road Transportation: 3 days

Summary:

Road Transport activity is essential to Oil and Gas Operations and Distribution. It is also a very exposed activity: Land transportation-related incidents have historically been the single largest cause of fatalities in Oil and Gas operations, accounting for 22% of all work-related fatalities reported between 2000 and 2021.

The number of land transportation related accidents has however significantly reduced over the period by the implementation of rules, guidelines, recommended practices, Land Transportation Management System and training of drivers. This effort is necessary to continue reducing accidents and fatalities and improve the safety of drivers and integrity of vehicles and cargo transported.

Road accidents may also involve third parties and affect Company's image and reputation if safety rules and good driving practices are not followed. This aspect must not be neglected when implementing a driving policy.

The way to properly manage the Land Transportation activity of an entity is to implement a Land Transportation Management System ensuring the control of Land Transportation activity, its monitoring and continuous improvement.

Audience:

Any personnel involved in land Transportation: Land Supervisor, Road Safety Coordinator, Transit Agent and Logistics Supervisors .

Deliverables:

By the end of the course, Participants will feel confident in their understanding of:

- The international regulations in Road Transportation,
- The principles of Liability in Road Transportation,
- The safe basic rules to following order to operate safely,
- The content of a Land Transportation System.

By the end of the course Participants will be able to:

- Optimize their Road Transports by better organizing their Road Transport Department in their entity.

Content of the Course:

-LOG07-MOD01: Road Transportation Fundamentals:

- Introduction: Safety records and statistics of Land Transportation. Regulations and Contract.
- Generalities: 10 Golden Rules of Road Transportation.
- Efficiency and Safety Performance Indicators.

-LOG07-MOD02: Control & Management of the Road Transport Activity:

- Load Securement.
- Journey Management.
- Description of a Land Transportation Safety Management System. Organizing and optimizing Land Transportation in an O&G Entity.

- LOG07-MOD03: Transport of Dangerous Goods:

- Regulations – DG Classifications & Identification – DG Packing, Marking & Labelling – DG Documentation.

ADY-FIN-COC01 – Budget and Cost Control: 8 days

Summary:

An optimized Supply Chain Process cannot be controlled without having the knowledge and practice of Budget Process and Cost Control throughout the Operations.

This course gives theory and practical examples (Business cases) of how to build and control a Budget.

After having given the fundamentals in Cost Control, it focuses on both OPEX and Logistics which are the main elements of the Cost Control of an operational entity. On demand, Adinergy is in a position to provide the same course for **Drilling activities.**

This course will be delivered by a professional Cost Controller from the energy sector.

Audience:

All actors involved in Budget definition and management: Head of Department, Managers and Junior Cost Controllers.

Deliverables:

Upon completion of this course, the attendants will control the fundamentals of Cost Control and be in a position to effectively and efficiently build a Budget and ensure it execution until the Closure. Through Business cases, they will study practical examples close to their activities allowing them to apply the methodology to their own Department and Budget.

Content of the Course:

- **Cost Control FUNDAMENTALS:** Missions – Master Data – **5 Processes**: Budget – P2P – EFC – Closure Works – Costs Reports – Business Case.
- **OPEX Cost Control: Main steps in a Field Life – Specifics of OPEX Costs Control in the Processes – Business Cases (2 parts) - Conclusion**

  1.OPEX Classification: Production/Transformation or Transportation costs and OPEX Measurement - **2. A mandatory structure to follow the OPEX**: Routine, non Routine, Structure and other Operating Costs - **3. Other attention and structuring points** - **4. Budget Process** - **5. OPEX follow-up** (P2P, Closure, EFC) - **6. Monthly OPEX Cost Report**: Established by Cost Control, analysing and commenting actual & EFC, CF versus Budget - **7. Link with PM Module.**
- **LOGISTICS Cost Control: Specifics of Logistics Costs Control in the Processes – Business Case – Brazil Lapa Field Logistics Implementation - Conclusion**

  1. Classification of Resources and main points - 2. Cost Accounting Structure - 3. Allocation Methods - 4. Budget Process - 5. Costs Follow-up (Purchase to pay, P2P, Closure, EFC) - 6. Logistics Reporting.

ADY-HSE01 - Managing H2SE in Projects and Operational Entities: 5 days

Summary:

HSSE Management Training highlights the importance of Health, Safety, Sustainable and Environmental practices at the workplace, techniques for reducing risks and preventing accidents, development of best-in-class Health, Safety, Sustainable and Environmental Management System, methods for reducing the occurrence of ill-health and environmental hazards arising from working conditions, and improvement in Health, Safety, Sustainable and Environmental culture of an organization.

Audience:

Any business managers, engineers to hold a H2SE Management position. All personnel in Management position need to understand how implementing a basic Health and Safety System in the Entity or at least to know its Content and Structure.

Deliverables:

Upon completion of this course, the attendants will have a complete view of what is a full HSSE Management System, what it is used for and how to build an HSSE culture inside the organization with a Risk Management approach, according to all local and industry rules and regulations, which will allow avoiding incidents and accidents.

Content of the Course:

-HSE01-MOD01: Description of the H2SE Management System:

- **Part 1: The Fundamentals of an H2SE MS:** Safety leadership to be explained by roles, communication to create necessary motivation. Continuous improvement and implementation.
- **Part 2: : The main Elements of the H2SE MS:** Review of typical elements of a HSSE MS forming the structure of the System. Policies & Objectives. Documenting the MS. Organization and Resources

-HSE01-MOD02: Risk Management: Hazards identification, Risk Assessment methodology, Job Risk Assessment. PTW system (Permit to Work) and Contractor Management.

-HSE01-MOD03: Respect for Environment: Definition of issues, Environmental Baseline & Regulatory framework, Environmental Impact Assessment, Environmental Management System & Procedures, Monitoring & KPI's.

-HSE01-MOD04: Emergency Preparedness - Crisis Management: Principles, structure and elements of HSE plans explained. Crisis management organization and communication during emergencies. Training & Drills.

-HSE01-MOD05: Learning from Events: Definition of Events, Observation, Notification and first measures, Analysis & Reporting, Communication & Lessons learned Reporting, KPI's definition.

ADY-HSE02 – Basic Knowledges in Operational HSE: 3 to 5 days*

Summary:

This course is a review of all basic knowledges regarding Health and Safety aspects for personnel working on any Oil and Gas installation.

Audience:

The course will benefit all staff associated with the Operations, Maintenance, Production, including senior management, Project and Engineering support teams, HSE support, Supervisors, Operators and maintenance Technicians.

Deliverables:

Upon completion of this course the attendants will have a complete refresher on how to conduct safe working operations in the industry, which will allow avoiding incidents and accidents.

Content of the Course:

-HSE02-MOD01: Main Hazards identification in Upstream industry: Main high risk situations and control measures regarding: Use of electrical devices, Fire, Confined space, Working at height, Lifting & Handling, Use of Gas, Movement of Vehicles, Radio Protection, Equipment under pressure, Explosive atmosphere.

-HSE02-MOD02: Risk Control tools: Risk Assessment, toolbox talks, Permit To Work process, Personal Protective Equipment

-HSE02-MOD03: HSE investigation tools: Incident investigation, incident analysis, understanding HSE indicators.

-HSE02-MOD04: Management of Change: Learning from previous incidents and near misses, Management of Change process, Human Factors.

-HSE02-MOD05: Contractor's Management: Description of the tools developed by the Company to control and improve the HSE performance of its Contractor: Surveillance Plan, audits and safety tours, inspections and bridging documents.

-HSE02-MOD06: Health & Hygiene: Medical support, General Hygiene and Occupational Health.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-HSE03 - H2SE in Drilling Operations: 5 days

Summary:

HSSE in Drilling Operations presents all risks associated to Rig equipment and Drilling Operations. Students will learn about all different aspects of HSSE in Drilling Operations: The Regulatory Frame - The Risks associated to Drilling Operations and the way to mitigate them - The Respect for Environment - The Well Control and the tailored H2SE - Management System to Drilling Operations.

Audience:

Any Superintendents, Supervisors and Technicians involved in the Safety of Drilling Operations. This course is also a necessary refresher for drillers who are daily exposed to the specific Risks of the Rig environment.

Deliverables:

Upon completion of this course, the attendants will have a complete view of what are the best practices to ensure high HSSE Standard during Drilling Operations. All aspects are reviewed: Personnel behavior, Equipment standards, Emergency and Environmental Plans and Procedures, Certification, Training and Management Organization.

Content of the Course:

-HSE03-MOD01: Introduction to Drilling Operations: Environment and activity, Equipment, Personnel exposed, Overview of Standards, Rules and Regulations, Standard Drilling Configurations, Notion of "Energy", Roles and Responsibilities – Hazards Identification and Risk Assessment, Hazardous Areas on Rig.

-HSE03-MOD02: Risks associated to Drilling Operations:

- **Rig Floor:** Risk Categories, Potential Consequences, Control & Mitigation Measures, Safe Practices.
- **Drilling Fluids & Cementing Operations:** Chemical Risk, Pressure Risk, Mud Treatment Facilities, Pollution Risk, Solid Control and Waste Management – Control Measures.
- **Supporting Facilities:** Machinery space – Workshop Area – Storage Area – Office and Living Quarters: Risk Exposure and Safe Practices.

-HSE03-MOD03: Respect for Environment: Diversity of Issues-Regulatory frame - BAT - EBS- ESIA – Environmental Management Plans & Procedures – Monitoring and KPIs .

-HSE03-MOD04: Well Control: Introduction – Scenarios of Loss of Well Control – Safety Barriers - BOCP.

-HSE03-MOD05: HSSE Management System for Drilling Operations: Reminder of Generic HSSE-MS – Tailoring the HSSE-MS to Drilling Operations – HSSE Management of Contractors – Key Elements: Medevac, Minimum Training Requirements, Emergency Drills, Management of Change and Human factor.

ADY-HSE04 – H2SE in Logistic Operations: 5 days

Summary:

HSE in Logistic Operations presents all associated risks to transport and lifting activities. Students will learn about all different aspects of HSE in Logistic operations: Prevention and mitigation measures to reduce the risks, necessary certificates to ensure the suitability of equipment and personnel, and Best Practices to be applied.

Audience:

All personnel involved in transport and handling/Lifting operations: Base personnel, Logistic personnel but also HSE personnel having need to focus on Logistic operations Safety.

Deliverables:

Upon completion of this course, the attendants will have a complete view of what are the recommended practices to ensure high HSE Standard during Logistic Operations. Trainees will also have knowledge to implement Safety Management System in their Logistic activity.
All aspects are reviewed: personnel behavior, equipment standards, certification, training and management organization.

Content of the Course:

-HSE04-MOD01: Safety in Lifting Operations: Applicable Rules and regulations. Description of a Lifting Management System. Lifting Categories, Risk Assessment and Lift Plans. Equipment: Inspection-Certification-Operating modes

-HSE04-MOD02: Risk Management and Good practices in Warehousing: Risk Management in warehousing – Risks Categories – Manual Handling – Storage of Dangerous Goods – Storage & Handling: Good Practices.

-HSE04-MOD03: Transport of Dangerous Goods: Dangerous Goods International Regulations, Dangerous Goods Classification & Identification, Dangerous Goods Packing & Marking.

-HSE04-MOD04: Safety in Land Transport: Review of Golden Rules and implementation of a Land Transportation Management system.

-HSE04-MOD05: Safety in Marine Operations: Introduction - International regulations related to Safety of Sea Transportation – Ashore Installations & Operations - Offshore Installations & Operations – The Collision Risk Management – Inland Waterways: HSE Specifics.

-HSE04-MOD06: Safety in Air Transportation: International regulations related to Safety of Air Transportation. Implementation of a Safety Management System, Quality Assurance and Emergency Response Plan applicable to Air Transportation.

ADY-HSE05 – Waste Management: 3 days

Summary:

Waste Management is an integral part of Management of the Environment. Oil and Gas Operators have made public commitment to reduce the production of waste and increase their recovery. It is the entire responsibility of the Operator to manage its waste and ensure traceability of it until its final disposal.

In offshore operations it is a sensitive issue framed by stringent international and local regulations protecting the integrity of the oceans.

This course covers the Management of any waste generated by Oil and Gas operations **with a specific focus on Hazardous Wastes which may impact human Health and Environment**.

After having described the diversity of issues of waste and pollutions generated by the Oil and Gas Operations, the course describes the regulatory frame of Waste Management.

It details the Process of Waste Management through a structured Plan defining first the Roles & Responsibilities of the Actors of Waste Management and closing by the Indicators and Reporting allowing to continuously improve the Process.

The main elements of this Plan are the prevention/minimization of wastes, the transport, storage, treatment and disposal of wastes with a particular focus on Hazardous Wastes .

Audience:

Head of HSE department, HSE Engineers, HSE Superintendents: All personnel involved in the monitoring of Operator and Contractor performance in term of Waste Management. Members of the administration dealing with the Environment issues of the O&G Industry.

Deliverables:

By the end of the course Participants will feel confident in their understanding of:

The diversity of issues and the various waste generated by the O&G Operations - The International Regulatory frame, the Best Practices of the Industry in terms of Waste Management - The Waste Management Plans & Procedures - The Monitoring & KPIs.

By the end of the course Participants will be able to:

To implement and manage a full Waste Management Plan.

ADY-HSE05 – Waste Management: 3 days *(continued)*

Content of the Course:

-HSE05-MOD01: Diversity of Issues:

Waste: An Environmental Issue – Waste Impacts - Waste Identification & Quantification: Waste categories - The Hazardous waste types – The listed Hazardous wastes (F-K-U-P) – Waste Management Definitions - Pollution & Impacts of Operations on Environment – Exercise on impacts of O&G operations – Contamination & Pollution prevention - Exercise on identification of atmospheric emissions.

-HSE05-MOD02: Regulatory Frame – Best Available Practices:

International Conventions related to Waste Management - Exercise on MARPOL convention - International Guidelines & Standards: OSPAR, IOGP, IFC, IPIECA, ITOPF, ISO, UNEP - National Legislation & Company Rules – Best Available Techniques (BAT) definition & examples. Regulatory Compliance Assessment (Risk Assessment & Hazard identification) .

-HSE05-MOD03: The Waste Management Plan:

- Roles & Responsibilities: Role definition of the main actors in WM: Waste producer – Waste Holder – Waste Coordinator. Waste Contractor control.
- Review of Waste Infrastructures in Country.
- Waste Limitation and Production Prevention – Hazardous Waste identification Hazardous Waste minimization programs (develop strategies to minimize the generation of HW & implement recycling and reuse programs where applicable).
- Collection, Segregation and Storage before Processing: Disposal & premises requirements for hazardous wastes.
- Waste Transportation: General principles – Transport of Hazardous wastes: Packing & Identification. Transportation with licensed and authorized carriers.
- Waste Treatment: General principles – Specific cases of hazardous wastes: Drilling fluids, drilling cuttings, chemical products. Mercury treatment. Treatment technologies (incineration, chemical disinfection, pyrolysis, bio-remediation, hydrothermal treatment, plasma) – Sustainability practices
- Waste Traceability .

-HSE05-MOD04: Audit–Reporting-Improvement:

Audit - Performance Indicators – Reporting – Training

Prevention and Contingency Pollution Plans: SOPEP - OSCP – BOCP - Emergency Response Plan for potential spills or accidents & Employees training – Exposure (HRAF) - Transportation of Hazardous Waste & Handling.

Business Cases: Chemical disposal – Oil spill response – Dispersant logistics .

Energy Transition – From LNG to Hydrogen, transition to a decarbonized economy: 3 days

Summary:

The effects of fossil fuels on the Climate have prompted countries to set ambitious carbon neutrality targets (2050 for Europe). This presents the industry with an unprecedented challenge and a profound paradigm shift. Gas, much less a greenhouse effect generator than coal and oil, is the transitional energy that makes it possible to find carbon-free alternatives, such as hydrogen. In the third part, the course deals with the reduction of greenhouse gas emissions for transport, the second largest contributor after energy production. This module after having posed the stakes reviews all the Research and Development in progress to make all modes of transport neutral.

Audience:

This course is for anyone interested in the energy transition and the incredible revolution that is shaking up the energy sector. Supply Chain players will be particularly concerned by the third module which will have a strong impact on their function.

Deliverables:

By the end of this course, trainees will have a comprehensive understanding of the phases of the Energy Transition. They will understand the LNG industry, its value chain and role in the transition. Trainees will also have an in-depth understanding of Hydrogen, its production and its different uses. Finally, they will be able to guide their decisions in the selection of the modes of transport that they use or contract in their function.

Content of the Course:

-MOD01: LNG: Energy of Transition

- The Role of Natural Gas in the energy transition - Why is LNG considered an essential energy to ensure the transition to a low-carbon economy. Why is the gas liquefied?
- The LNG Value Chain:
  - Exploration / Production
  - Treatment and Liquefaction
  - Storage – Loading -Shipping
  - Reception and Distribution

-MOD02: Hydrogen: The alternative Fuel

- **Hydrogen Definition & Properties:** What is H_2 ? – Where do we find H_2 ? – H_2 Properties - Figure and Magnitude - H_2 Hazards.
- **Hydrogen Production:** The various categories of H_2 : Grey-Blue-Green – The various ways of producing H_2 - H_2 Production Challenges: Safety - Environment - Costs impacts
- **Hydrogen in the Energy Transition:** The various usages of H_2: Industry – Heating - Power & Storage - Transports - Ammonia: Derivative of H_2.
- **The Future of Hydrogen:** R&D for a Clean, Safe and Affordable H_2.

Energy Transition – From LNG to Hydrogen, transition to a decarbonized economy: (*continued)*

.Content of the Course - *continued*:

-MOD03: How to reduce Logistics Environmental Footprint:

- The various pollutions generated by Logistics and the impacts of Transports and Logistics on Environment.
- **The issue of pollution by the Marine Transport** and the objectives set by IMO in term of impacts reduction. Review of all actions currently implemented or studied in the Shipping and Offshore sector to meet the goals.
- **Pollution and impacts of Air Transport**, the objectives defined by ICAO to reach a carbon neutrality and the implementation of measures to meet the objectives. This section also addresses the specific issues of the air support of Oil & Gas Operations.
- **Impact of road transportation on Environment**, the European Union objectives in terms of reduction of pollution of road transportation and the alternatives to fossil fuels for cargo trucks: Biofuels, Gas, Hybrid, full electric and hydrogen combustion cells.
- **The Green Warehouse Design Approach:** Design & Construction – Organization – Energy Sources – Lighting – Temperature Regulation – Footprint – Wastes Treatment – Handling Equipment – Water collection System – Paper free – Energy Performance evaluation – The actors on the market of the energy performance optimization.

ADY-PM01 – The Project Contract: Engineering, Procurement and Construction Contract: 3 to 5 days*

Summary:

The Operator is delegating a large portion of the Project execution to its EPC Contractor(s). The definition of the Project through the engineering phase is executed in the frame of the EPC Contract. The success of a Project, new installation or modification of existing one, is therefore dependent on the terms that both Parties have agreed, and the split of Risks associated to the Project execution

After having defined the Contract and its legal features, this course provides detailed knowledge about the Contracting strategy of a Development Project. It allows to understand the relation between the Patrimonial Agreement and the Operations Contracts. It gives a detailed review of the Contract and its Oil & Gas specificities.

Audience:

Contract Engineers, Project Package Managers, any actor involved in the relationship between the Company and the Contractors of a Project

Deliverables:

Upon completion of this course the attendants will have a throughout understanding of the Contracting Strategy of a development Project. They will know what type of contract to be used in the frame of the Project. They will know and understand the main clauses of the Contract.

Content of the Course:

-Introduction: Definition of the Contract and contractual terms.

-PM01-MOD01: Contracting Strategy: Compliance - Legal framework, link with the PSA / JOA - Definition of an OPCO - Project Local Content contracting policy - Project Contracting Strategy.

-PM01-MOD02: Call For Tender: Review of the different steps of the CFT from Operator and Contractor point of view - Review of various modes of Contractor selection: Competitive CFT, Design competition, Single source: Open Book Tender.

-PM01-MOD03: Bids analysis and Contractor selection: Technical and Commercial evaluations and clarifications - Bids comparison, Contract Committee and Contract award.

-PM01-MOD04: Review of the Contract and its specificities: The course will review the main contract clauses in order for the trainees to become familiar with the Responsibility and Insurance aspects, to understand how Operator and Contractor share the Liabilities and Risks in a construction Contract. To learn the Certificates system, the Change Orders & claim process and the particular reasons for suspending or terminating a Contract. They will also review the bank guarantees, the Liquidated Damages and the limitation of Liability.

ADY-PM02 – Investment Profitability Studies: 5 days.

Summary:

The decision to invest in the development of an oil or gas field is the outcome of a long process aiming at evaluating the Reserves, the Cost of the Investment (CAPEX), the Operating Expenses (OPEX) and the Risks associated to the field development.
A series of studies will allow the developer to better evaluate these Risks and gain knowledge in the most appropriate technologies to be used to produce the Reserves and operate the facilities.
Through the Risk evaluation and study, the Developer will identify the key variables which contribute most to the Project's Risk. By playing with these key elements, he will evaluate the reliability and sustainability of the Project and therefore analyse the acceptability of the Project.
The deliverables of all the development studies leads to the Final Investment Decision, opening to the EPC Contract(s) and the construction of the Facilities.

Audience:

All actors involved in CAPEX evaluation and costs estimates. To participate to this course, the Participants must have a global understanding of the Exploration-Production techniques.

Deliverables:

Upon completion of this course the attendants will be able to present and use decision-making tools for upstream project economics and investment financial analysis. Several case studies will be simulated by Trainees.

Content of the Course:

-PM02-MOD01: Economic evaluation of E&P Projects: Overview of E&P activities - Critical decision points along the E&P value chain - Cash flow modelling (Time value of Money, discount rates, NPV, Pay-back) - Inflation, nominal money and constant money - Risk analysis.

-PM02-MOD02: Contractual, Fiscal and Economical framework in Profitability Analysis: Agreements and contracts - Prospect evaluation and decision-making process in Exploration - From discovery to development and production - Economic evaluation of a field development project.

-PM02-MOD03: From Projects' economics to Company's financial Performance: Equity capital analysis, project financing - Equity profitability analysis - Balance sheet - Operating income, net income - Financial indicators: ROACE, etc

-Business Cases: Capex/Opex: Impact on Procurement Strategy - Production Acceleration - Gas pipeline profitability - Equipment replacement - Enhancement of Oil Recovery Project - Gas Plant Analysis.

ADY-PM03 – Techniques of Negotiation in Project: 3 to 5 days*

ADY-CT02 – Techniques of Negotiation in Purchasing and Contracting: 3 to 5 days*

Summary:

The contractual relationship between the Operator and its Contractors is essential as most of the activities and works related to the exploration, development and production of an oil or gas field are executed through contracts.
Amongst others, there are three elements which are essential to the good execution of the Contract: 1- A clear definition of a scope of work, 2- A good knowledge of the contract itself and 3- The ability of the Parties to negotiate a balanced share of Risks and Liabilities.
This course intends to give a structured methodology allowing the Parties to organize a negotiation and find the optimal way to balance their contractual relationship.
How to prepare the negotiation of Contracts, Purchase Orders, Frame Agreements, Claims?
How do we negotiate in the Upstream industry? What are the specificities of the negotiation in the Upstream Industry ?
This course intends to give a structured methodology allowing the Parties to organize a negotiation and find the optimal way to balance their contractual relationship.

Audience:

Contract Engineers, Purchasers, Package Managers and any actors involved in the Contracting / Purchasing functions and the negotiation of Project. This course is also intended to personnel from technical departments who manage and administer the Contracts and have to deal with the Contractors and Vendors on a daily basis.

Deliverables:

Upon completion of this course the attendants will have a methodology for negotiation in the frame of a Call For Tender, Purchase Order, a claim or their daily contractual relationship with the Operator or Contractor.
They are in capacity to manage and conduct a negotiation by applying the DIDACTIC method, evaluate and optimize the result of the negotiation.

Content of the Course:

-Introduction to Negotiation: The various types and situations of negotiation. Negotiation in the Upstream operational business.

-PM03-MOD01: Composition of the Negotiation Team

-PM03-MOD02: Negotiation methodology: DIDACTIC.

- **Phase 1: The Preparation**
  - Subject
  - Risks
  - Objectives
  - Compensations
- **Phase 2: The Negotiation**
  - Arguments
  - Reciprocity
  - Evaluation of Results
  - Conclusion

-Exercises: A large portion of time will be spent on Business Cases. The exercises are adapted to the course reference: Project, Purchasing or Contracting.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.

ADY-PM04 – E&P Project : Developing Project Sustainability: 2 days

Summary:

After having detailed the fundamental elements of Compliance, Ethics and Culture, this course provides essentials clues to identify, analyse and address cultural gaps in the context of an O&G Project. It gives a thorough understanding in Local Content issues and proposes tactics to increase in-country added value while reducing overall project costs. It addresses the differences between Local Content and Social Projects and proposes a strategy to enhance CSR impact.

Audience:

Contract Engineers, Project Package Managers, any actor involved in the relationship between the Company and the Host State stakeholders (authorities, local entrepreneurs, civil society…)

Note: Mod01 Compliance, Ethics and Cultural Awareness can be attended separately and is recommended for all Local and Expatriate staff involved in a Project.

Deliverables:

Upon completion of this course the attendants will have a throughout understanding of cultural issues and will have necessary clues to turn cultural gaps into bridges.
They will understand the strategic value of Local Content for Host States and will be able to boost projects acceptability thanks to a win-win approach of local content and social projects.

Content of the Course:

-Introduction: The importance of developing acceptability.

-PM04 MOD01: Compliance, Ethics and Cultural Awareness: Compliance definitions, Compliance Process, Notions of Ethics. Definition and examples of cultural gaps. Review of the three main components of Culture. Concrete example of cultural gap analysis. Solutions to bridge the cultural gaps.

-PM04-MOD02: Corporate Social Responsibility: The classic approach of CSR. Tactics for boosting impacts of Social Projects. Solutions to insert Local Content into a global CSR strategy.

-PM04-MOD03: Local Content: Mistaken beliefs on Local Content. The point of view of the Host State. Local Content and cost reduction: the win-win approach.

Review of the Local Content Management Plan

ADY-PM05 – E&P Project : Project Risk Management: 3 to 5 days

Summary:

The importance of budgeting in project management, lies in the ability to prevent unforeseen costs and to deliver project on time. Reaching project objectives require a reliable Project Risk Management Plan to identify potential risks in advance and to prepare required responses to the risks.
This course will start by defining Project Management Plan and explaining techniques and methods to identify risks at the beginning of the project. Identifying risks in advance helps company to define suitable response strategy. Additional case studies and check lists will enhance participant's knowledge to identify more risks that could happen during project execution.
The module 2 details how to assess risks and focus on the important risks. The module 3 strengthens participants skills to make decision on suitable response strategy and define mitigation actions to reduce risks impacts on project objectives.
The module 4 adds additional techniques and tools to ensure Project Management Plan is well defined and the response strategy are efficient to reach project objectives as planned.

Audience:

Risk Engineers, Packages Managers, Project engineers and any actor involved in Project

Deliverables:

By the end of the course Participants will feel confident in their understanding of:

- What is Risk management plan and how it helps project to deliver successfully.
- Use of risk identification methods and techniques to identify E&P project risks.
- Use of techniques and tools to assess project risks.
- Defining response strategies and preparing response to the risks.
- How to control and evaluate E&P project risks.

By the end of the course Participants will be able to:

- Prepare risk management plan, identify, and assess project risks, define responses and control risks in order to deliver project successfully within defined budget and schedule.

ADY-PM05 – E&P Project : Project Risk Management: 3 to 5 days *(continued)*

Content of the Course:

-Introduction: Overview on Risk Management process and steps as per PMBOK; the impact on project success following by risk definition which is supported by some real examples through E&P Projects.

-PM05-MOD01: Project Risk Identification:

- **Detailing Risk identification Techniques:** Brainstorming, check lists, Interview, SWOT analysis, Delphi Technique, Diagramming Techniques.
- Developing Risk Breakdown Structure in E&P Projects
- **Detailing Risk types:** Technology, People, Organizational, Tools, Requirements, Estimation etc.
- **How to record risks:** What to be recorded, be clear, be specific, what is not risk like facts and issues.

Workshop #1: Risk identifications (Threat and Opportunity) in an E&P project example.

-PM05-MOD02: Risk Assessment:

- **Develop risk matrix:** How to develop risk matrix (Probability / impact Matrix) as per project budget and timing.
- **Quantitative risks analysis:** Methods and tools (Decision Tree analysis, Expected Monetary Value Analysis (EMV) and Simulation).
- **Qualitative risks analysis:** Methods and tools.
- **Which risks to manage:** How to identify the right risks to manage.
- **Responsibility:** how to assign risk owner and what are the responsibilities.

Workshop #2: Design and complete a risk assessment for risk identified in Workshop#1.

-PM05-MOD03: Risk Response Planning:

- **Response Strategies for Negative risks (Threats):** Avoidance, Transference, Mitigation, Acceptance.
- **Response strategies for Positive risks (Opportunities):** Exploitation, Sharing, Enhancement, Acceptance.
- **Define response:** Determine the appropriate response to risks and create a plan for those responses.
- **Responsibility:** how to assign mitigation action owner and what are the responsibilities;
- **Risk Register:** how to prepare risk and mitigation action Register and how to update it.
- **Controlling:** How to control the risks in E&P Project
- **Performance:** how to track mitigation strategy performance
- **Reporting:** Top 10 risks, Watch List and describing the key components of reporting, monitoring, and evaluating risk management plan, efficient reporting samples
- **Risk Reviews and Risk Audits**
- **Simulation technique:** Monte Carlo Analysis
- **Additional examples:** Check list for real risks happened in E&P projects to enhance participants knowledge to identify risks in future projects

Workshop #3: Defining response strategy and actions for risks identified in Workshop #1

ADY-OWI-PM06 – Offshore Wind Industry: Value Chain, Project, Operations & Maintenance - 1,5 day

Summary:

Over the last 20 years, Offshore Wind Industry has become and essential and fast-growing contributor to decarbonized electricity production. It is an industry on its own with its Market, its Value Chain, its Standards and Good Industry Practices. It however remains a new industry in constant organization and structuring. The final objective is to lower the cost of energy produced in order to become a viable actor of the energy transition. The "availability" of the wind turbines is therefore a key condition to reach this objective.

Supply Chain efficiency and Logistics organization are the tools to both increase the production time of the wind turbines and go farer and deeper to find stable winds without affecting the coastal activities.

This course explains how Supply Chain and Logistics are essential to develop the Offshore Wind Industry and maintain its sustainability.

Audience:

All actors of the Offshore Wind Industry who are involved in Supply Chain and/or Logistics activities: Contracting-Procurement-Logistics Support.

Deliverables:

Upon completion of this course, the attendants will have a deep understanding of the OWI market, its Contractual Strategy and Supply Chain Organization. They will understand the essential necessity to improve turbines availability through an efficient Logistics support.

Content of the Course:

-**The Value Chain of the Offshore Wind Industry:** Overview of the OWI Market – A Technology in constant evolution - What is a Wind Farm: The main elements of a Farm - Overview of the Value Chain: Development Project, Operations & Maintenance, Export & Grid connection – The Market Structure - The Wind Farm Costs structure – Cost Reduction and Risk minimization – The Supply Chain in OWI: An organization under pressure.

-**Development project in OWI: Project Definition:** The Project Timeline & Milestones – Definition of a Project Contractual Strategy: Pre-Requisites – Various approaches of Contract Packages - The various types of Project Contracts – The Management of Interfaces.

Installation: The Marshalling Port – Types of vessels used in Installation phase: Missions, Specifications.

-**Operations & Maintenance in OWI:** The importance of Contractual/Warranty issues - Definition of an O&M Contractual Strategy.

The various offshore Logistics schemes – The Supply Base – Types of vessels used for the Maintenance of Wind Farms: Missions, Specifications - Transfer of Personnel at Sea in the OWI: Different modes of transfer of Personnel offshore.

-**Floating Wind Farms: The Logistical Challenge:** The 10 Logistical Challenges that must be overcome to develop the Floating Wind Industry.
The various Logistics options for the Maintenance of the Floating Wind Turbines.

On Site Coaching

On Site Coaching (OSC)

H2SE

Operations Start-Up,
Recommended Practices,
Safety at Work,
Tool-Box Talks,
Permit To Work,
Incident Investigation.

Logistics

Base Operations Start-Up,
Warehousing
Lifting & Handling,
Land Transportation,
Vessels Loading & Lashing.
Aircraft Operations.

OSC Programs are developed and adapted according to Clients' requests.